

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE COMMITTEE**

**MINUTES OF MEETING
PlanRVA James River Boardroom and via Zoom**

Thursday, July 6, 2023 - 8:30 a.m.

MEMBERS and ALTERNATES (A) PRESENT:

Town of Ashland		Charles City County		Chesterfield County	
John H. Hodges	X	Byron Adkins, Sr.	X	James M. Holland	X
Anita Barnhart (A)		William Coad		Chris Winslow, Vice-Chair	X
Goochland County		Hanover County		Henrico County	
John L Lumpkins Jr.	X	W. Canova Peterson, Chair	X	Patricia S. O'Bannon	
Susan F. Lascolette, (A)		Sean M. Davis (A)	X	Frank J. Thornton (A)	
New Kent County		Powhatan County		City of Richmond	
Patricia A. Paige		David T. Williams	X	Cynthia I. Newbille	X
C. Thomas Tiller Jr. (A)		Karin M. Carmack (A)		Andreas D. Addison (A)	

The technology used for the RRTPO Executive Committee meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Call to Order

The Richmond Regional Transportation Planning Organization (RRTPO) Policy Board Chair, W. Canova Peterson, presided and called the July 6, 2023, RRTPO Executive Committee meeting to order at 8:34 a.m.

Attendance Roll Call & Certification of Meeting Quorum

Janice Firestone, Program Manager, took attendance and certified that a physical quorum was present.

1. Confirmation of Member Participation from a Remote Location

There were no requests from members to participate remotely.

2. Consideration of Amendments to the Meeting Agenda

There were no agenda amendments requested.

3. Approval of May 18, 2023, RRTPO Executive Committee Meeting Minutes

On motion of David Williams, seconded by James M. Holland, the members of the RRTPO Executive Committee approved the minutes as presented (voice vote; Sean Davis abstained).

4. RRTPO Secretary's Report

Chet Parsons, RRTPO Secretary, did not have a formal report.

5. Review of Selected RRTPO Agenda Topics

Mr. Parsons reviewed the items on the Policy Board agenda.

Chair Peterson reported that, for the FY24 officer election, the plan is to switch the Chair/Vice-Chair rotation for FY24 so that Chesterfield will hold the chair seat and Hanover will hold the vice-chair seat. He noted that this change will allow for continuity throughout the year since he will be leaving at the end of December.

There was discussion about the proposed amendments to the UPWP. Mr. Parsons provided clarification about the specific changes and the related funding. The administrative change will allow funding within each category to be moved within sub-categories.

6. CTAC Member Participation Follow-up

Committee members discussed the following:

- Having TPO members attend CTAC meetings.
- Ensuring the CTAC members get all TPO agendas for review.

Mr. Parsons reviewed on a list of possible tasks for CTAC members:

- Advising on SmartScale applications
- Feedback on TA set-aside project rankings.

7. Next Meeting

The next meeting is scheduled for September 7, 2023, at the PlanRVA James River Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224.

8. Adjournment

Chair Peterson adjourned the meeting at 9:04 a.m.